AIRCRAFT DISPATCHER

UNIT 1 – AIRCRAFT FLIGHT PLANNING

LESSON A – FLIGHT CRITERIA AND CLASSIFICATIONS

STUDENT WORKBOOK

LESSON OBJECTIVES

1.   Identify four criteria used by an aircraft dispatcher when evaluating flight types.

2.   Classify a flight as administrative, non-administrative, tactical fire, or tactical non-fire.

3.   List three reference publications that are available to an aircraft dispatcher.

NOTES

I.   FLIGHT CRITERIA

A.   Type of Flight/Mission

1.   Point-to-Point Flights

- Originate at one developed airport/heliport and travel directly to another or same developed airport/heliport (e.g., flying from Point A to Point B)

- Includes transport of personnel and/or equipment

- Flights above 500 feet above ground level (AGL)

  - AGL (Above Ground Level): altitude measured in feet above the level of the ground, a point or object measured in feet above the ground such as a mountain top or tower. AGL follows the contours of the earth.

  - MSL (Mean Sea Level): altitude measured in feet from average (mean) sea level. Example: A mountain top is at 5,500' MSL; 500' AGL would equal 6,000' MSL.

- Personal protective equipment (PPE) is mandatory for all helicopter flights.

- Can be administrative or non-administrative

2. Special-Use Missions

- All flights not meeting the definition of "point-to-point" flights

- PPE is mandatory.

- May also be referred to as "Tactical"

- Can be administrative or non-administrative

- Examples of aircraft that operate below 500' AGL: helicopters (fire and non-fire), airtankers, smokejumpers

B. Ordering Procedures for Aircraft

Local ordering policy may vary.

1. Resource Order

2. Aircraft Flight Request/Schedule

C.   Flight Following Methods

   1.   Agency Check-in

         15-minute check-in

   2.   Flight Plan

         a.   Federal Aviation Administration (FAA), Visual Flight
               Rules (VFR)

         b.   FAA, Instrument Flight Rules (IFR)

   3.   Resource Tracking (VFR and IFR)

         a.   Radio

         b.   Telephone

D.   Pilot/Aircraft Carding and Approvals

   •   Each pilot must be fully carded and qualified for each mission.

   •   The aircraft must be fully carded for each mission.

II.   FLIGHT CLASSIFICATION

A.   Administrative Flights

- Point-to-point flights which are neither mission-oriented nor tactical in nature

- Above 500 feet AGL

- Ordered via Flight Request rather than a Resource Order

- Does not require 15-minute check-in

- Example: Movement of personnel to a meeting

B.   Non-Administrative Flights

Flights conducted solely to transport personnel and/or cargo as the result of a Resource Order

- Point-to-point flight

- Above 500 feet AGL

- Logistical flight to move aircraft, crews, equipment, supplies, and/or overhead

C. Tactical Fire (Special-Use)

1. Missions

- Retardant

- Smokejumpers

- Infrared—files an IFR flight plan

- Lead Plane, Air Attack, Aerial Supervision Module (ASM)

- Helitack

2. Ordering Procedure

Tactical fire missions are ordered on a Resource Order.

In addition to the Resource Order, complete a Flight Request when an aircraft crosses geographical boundaries.

Example: A helicopter en route to a fire ordered on an A# from Colorado to Utah. The Flight Request gets passed along the flight path to dispatch offices where the helicopter will check in en route.

Form 9400-1a
(May 1993)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
AIRCRAFT FLIGHT REQUEST/SCHEDULE

Change # ___

6. Aircraft Information

FAA N# ___

1. Initial request information

Cost-Account/Management Code(s) ___ | Billee Code (OAS A/C only) ___

Initial Date/Time	To/From	Phone Number

Check one: ☐ Point-to-Point Flight ☐ Mission Flight

Desired A/C Type: ☐ Helicopter ☐ Airplane

Mission Objective/Special Needs:

Flight Schedule No.	PAX Seats
Make/Model	
Color	
Vendor	
Phone No.	
Pilot(s)	

2. Passenger/Cargo Information – Indicate Chief of Party with an asterisk (*)

NAME/TYPE OF CARGO	LBS OR CU FT	PROJECT ORDER/ REQUEST NO.	DEPT ARPT	DEST ARPT	RETURN TO		NAME/TYPE OF CARGO	LBS OR CU FT	PROJECT ORDER/ REQUEST NO.	DEPT ARPT	DEST ARPT	RETURN TO

3. Flight Itinerary (For Mission-Type Flights, Provide Points of Departure/Arrival and Attach Map with Detailed Flight Route and Known Hazards Indicated)

	DEPART WITH		DEPART FROM			ENROUTE	ARRIVE AT			DROP OFF			KEY POINTS	INFO RELAYED
Date	No. Pax	Lbs.	Airport/Place	ETD	ATD	ETE	Airport/Place	ETA	ATA	No. Pax	Lbs.	Drop-Off Points, Refueling Stops, Flight Check-ins, Pickup Points	To/From
						+							
						+							
						+							
						+							
						+							
						+							
						+							

4. Flight Following

☐ FAA IFR   ☐ Satellite
☐ FAA VFR With Check-in Every _____ Minutes To _____
  ☐ FAA or ☐ Agency _____ Agency
☐ Agency VFR With Check-in via radio Every _____ Minutes

Frequency(ies):

5. Method of Resource Tracking:

☐ To Scheduling Dispatcher @ ____ ☐ Phone ☐ Radio

☐ Prior to Takeoff ☐ Each Stop Enroute ☐ Arrival at Destination

☐ To: ____ (Other Office) _____ (Phone Number)

@ _____ (Phone Number)

7. Administrative

Type of Payment Document:
☐ OAS-23 or ☐ OAS 2
☐ FS 6500-122
Other:
Route Document To:

8. Review (If applicable)

☐ Hazard Analysis Performed
☐ Dispatch/Aviation Mgr. Checklist
☐ Other:

9. Close-out

Closed by: _____
Date/Time: _____

(Hazard Analysis and Dispatch/Aviation Manager Checklist on reverse)

HAZARD ANALYSIS AND DISPATCH/AVIATION MANAGER CHECKLIST

I. **MISSION FLIGHT HAZARD ANALYSIS** (Fire flights exempt **provided** a pre-approved plan is in place). The following potential hazards in the area of operations have been checked, have been identified on flight itinerary map, and will be reviewed with Pilot and Chief-of-Party prior to flight:

☐ Military Training Routes (MTRs) or Special-Use Airspace (MOAs, Restricted Areas, etc.)

☐ Areas of high-density air traffic (airports); Commercial or other aircraft

☐ Wires/transmission lines; wires along rivers or streams or across canyons

☐ Weather factors: wind, thunderstorms, etc.

☐ Towers and bridges

☐ Other aerial obstructions:

☐ Pilot flight time/duty day limitations and daylight/darkness factors

    SUNRISE _____

    SUNSET _____

☐ Limited flight following communications

☐ High elevations, temperatures, and weights:

    MAX LANDING ELEV (MSL) _____

    MIN FLIGHT ALTITUDE AGL _____

☐ Transport of hazardous materials

☐ Other _____

II. DISPATCHER/AVIATION MANAGEMENT CHECKLIST

☐ Pilot and aircraft carding checked with source list and vendor, carding meets requirements

☐ **OR,** Necessary approvals have been obtained for use of uncarded cooperator, military, or other-government agency aircraft and pilots

☐ Check with vendor that an aircraft with sufficient capability to perform mission safely has been scheduled

☐ Qualified Aircraft Chief-of-Party has been assigned to the flight (noted on reverse)

☐ All DOI passengers have received required aircraft safety training;

☐ **OR,** Aviation manager will present detailed safety briefing prior to departure

☐ Bureau Aircraft Chief-of-Party will be furnished with Chief-of-Party/Pilot checklist and is aware of its use

☐ Means of flight following and resource tracking requirements have been identified

☐ Flight following has been arranged with another unit if flight crosses jurisdictional boundaries and communications cannot be maintained

☐ Flight hazard maps have been supplied to Chief-of-Party for non-fire low-level missions

☐ Procedures for deconfliction of Military Training Routes and Special-Use Airspace have been taken

☐ Chief-of-Party is aware of PPE requirements

☐ Cost analysis has been completed and is attached

☐ Other/Remarks:

III. APPROVALS

NOTE: Reference Handbook 9420 for approval(s) required.

A. **MISSION FLIGHT:** Hazard Analysis Performed By:

    _____
    (Chief-of-Party Signature)

B. **MISSION FLIGHTS:** Hazard Analysis Reviewed By:

    _____
    (Dispatcher or Aviation Manager Signature Required)

C. If Non-Fire, One-Time (Non-Recurring), Special-Use Mission, Signature of Line Manager is Required**:

    _____ _____
    (Line Manager Signature) (Date)

D. This Flight is Approved By:

    _____ _____
    (Authorized Signature) (Date)

**For recurring Special-Use Mission, signature is required on Special-Use Air Safety Plan, and not required here.

D.   Tactical Non-Fire (Special-Use)

- Examples: Wildlife surveys and aerial photography

- May require a cost comparison

- Ordered on a Flight Request

III.   REFERENCE PUBLICATIONS

A.   Interagency Airspace Coordination Guide

B.   Interagency Air Tactical Operations Guide

C.   National Mobilization Guide, NFES 2091

D.   Geographic Area Mobilization Guide

E.   FSH 5709.16 Flight Operations Handbook

F.   Interagency Lead Plane Operations Guide

G.   Interagency Air Tactical Group Supervisor Guide

H.   Interagency Helicopter Operations Guide (IHOG), NFES 1885

I.   Interagency Standards for Fire and Fire Aviation Operations, NFES 2724

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Student Workbook

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